

FY14 Federal Perkins Grant Road to Success

1. Make sure to include the good work planned and done each year in the district. That work will account for the majority of each district's grant and **must** be based on:
 - a. Performance Measures
 - b. Program of Study 10 Components
 - c. Assessment Results
 - d. Annual Evaluation
 - e. Audit Findings/Results
 - f. Local Improvement Plan
 - g. Advisory Committee Guidance
 - h. Program/Course Enrollment
 - i. Prior Year's Grant
 - j. Grant Narratives
 - k. CTE Strategic Plan
2. Grant objectives must link to the budget. FIRST draft the objectives based on a specific plan developed from resources above. Then based on the fiscal needs of each objective, encumber the budget. DO NOT allocate the budget and then force fit the goals.
3. Grant amount submitted must match the funded amount-to the penny.
4. The coherent sequence is accurate and up to date. Report what you teach and teach what you report--no more, no less. Update any time there is a change AND use the "Comment" section to explain anomalies.
5. The Grant Admin cap, which equals Support Services-Admin + Indirect Costs does not exceed 5%.
6. Have only acceptable expenditures...Grant is **supplemental**. Specifically §311. *FISCAL REQUIREMENTS (a)*--of the law says--SUPPLEMENT NOT SUPPLANT. *Merriam's On-line Dictionary* defines supplemental as, "something that completes or makes an addition". Likewise, supplant is "to take the place of and serve as a substitute". **DO NOT SUPPLANT**. Approvable expenditures include:
 - a. Work to meet the state adjusted levels of performance--CPIV §134(b)(2).
 - b. Evaluate and continuously improve performance CPIV §123(b)(1) & §134(b)(7); fix deficiencies and continue best practices.
 - c. Strengthen academic and CTE components by converting CTE programs to the State Program of Study model--CPIV §122(c)(1)(A); §134(b)(3)(A); §135(b)(1).
 - d. Support special population student needs.
 - e. Direct "high quality, sustained" staff professional development--define outcomes that are "classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom"--CPIV §124(3)(B).
 - f. Develop rigorous, relevant curriculum that aligns with AZ's (common core) standards.
 - g. Promote CTE counselor initiatives (e.g., sequenced enrollment, AzCIS, ECAP, and Program of Study).
 - h. Improve the district annual evaluation process.
 - i. Conduct a strategic plan for CTE.
 - j. Consult on capital items with the appropriate Program Specialist.
7. Grant funds must be **instructional** for ALL students in a program.
8. Read and use all resources provided.
9. BE sure and **submit** application; 'saving' and 'submitting' are very different. Follow "**SUBMISSION INSTRUCTIONS**" on pages 16 & 17 of the *FY 2014 Federal Perkins Grant Application Process*.